

March 17, 2005

WEST VIRGINIA BULLETIN NO: WV250-5-4

SUBJECT: Travel Vouchers

Purpose: To inform employees on the process of filing a travel voucher.

Expiration Date: September 30, 2006

Effective immediately travel vouchers will be completed using the electronic AD-616 Travel Voucher Form. Employees are to file their travel voucher within 5 working days after they complete their trip or every 30 days if they are on continuous travel status. Employees are to fax their itinerary, receipts and all approvals to the clerical person responsible for preparing their travel. If an employee claims POV mileage, then they must submit the written approval that they received from their supervisor. The clerical person will prepare the travel voucher using the Electronic AD-616 Travel Voucher and email the voucher back to the employee. The employee will need to review their voucher; if any discrepancies arise, the employee must contact the clerical/administrative person and discuss the situation. If the employee agrees with everything they are to print it out, sign it, attach the original receipts and forward it to the Assistant State Conservationist - FO or Principal Staff member for their signature. The Principal Staff member will then forward it to the person who prepared the voucher. The voucher will then be entered into the Travel program.

If you have questions or need additional information, please contact Financial Management.

**/s/Charlotte Wertz, Acting for
LILLIAN V. WOODS
State Conservationist**

DIST: E